

MDARNG ONLY
HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
219 WEST HOFFMAN STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6175

POSITION VACANCY ANNOUNCEMENT #23-007

OPENING DATE: 17 OCTOBER 2022 CLOSING DATE: 16 NOVEMBER 2022

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: SIGINT NCO (35N4O) / READINESS NCO

HIGHEST GRADE AUTHORIZED: SFC/E7

ORGANIZATION AND LOCATION: B CO 629th MI BN (EXP), 8601 Odell Road, Laurel, MD 20708

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO ON-BOARD AGR ENLISTED SOLDIERS WHO HAVE COMPLETED A MINIMUM OF 18 MONTHS OF THEIR INITIAL TOUR AND TRADITIONAL M-DAY SOLDIERS OF THE MARYLAND ARMY NATIONAL GUARD ONLY.

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATIONS:	ON-BOARD AGR QUALIFICATIONS:
<ol style="list-style-type: none"> 1. Must be in a Ready Reserve status. 2. If an Enlisted Soldier, must be 18 years of age and not have reached his/her 55th birthday. 3. Must not be under current suspension of favorable personnel actions. 4. Must not be entitled to receive Federal military retired or retainer pay. 5. Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of active service and before MRD. 6. Personnel applying for an initial tour with fifteen (15) or more years of active military duty credited toward retirement must have a waiver from the National Guard Bureau (NGB-ARM) prior to placement on tour. 7. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date of separation. 8. Applicants who have voluntarily separated from the AGR Program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR Program are not eligible to re-enter the program. 	<ol style="list-style-type: none"> 1. Must possess the qualifications prescribed in Table 2-1 and not be disqualified under Tables 2-2 or 2-3 IAW AR 135-18. 2. Must be medically certified as drug free and be tested negative for HIV within the last 24 months prior to initial entry. 3. Must meet the body composition standards prescribed in AR 600-9. 4. Must meet the medical fitness standards for retention per AR 40-501, chapter 3; PHA or flight physical must be within 12 months prior to initial entry. Soldiers whose PULHES contains a "3" or "4" must meet the requirements of AR 600-60 prior to initial entry. 5. Must be able to complete the Military Education requirements commensurate with the military grade. 6. Enlisted Soldiers in grades E6 and above must possess the required grade, MOS and skill level required by AGR duty position (except for detailed recruiting positions) per AR 135-18, Table 2-1(F) 2a: SSG and above not MOSQ may apply, (unless job stipulates otherwise), but must take a reduction to SGT and submit a memo with their application stating they are willing to take a grade reduction to SGT. 7. Must be eligible for reenlistment or extension per NGB-ARH Policy #09-26. 	<ol style="list-style-type: none"> 1. Must possess the qualifications prescribed in Table 2-4 and not be disqualified under Tables 2-5 or 2-6 IAW AR 135-18. 2. Must possess MOS of the AGR duty position or become qualified in that AOC within 12 months. 3. Failure to qualify in AGR duty position MOS within 12 months of assignment will result in mandatory separation from the AGR Program per Chapter 6, NGR 600-5. 4. Must be within grade requirements of MTOE/TDA position and NGB staffing Guide. 5. Soldiers who have not completed a minimum of 18 months of their initial tour may request a waiver of the 18 months stabilization rule through their current Command to be approved by the <u>Chief of Staff (CoS)</u>. 6. Stabilization Rule waiver consists of: Letter from Soldier, Endorsements from Chain of Command (CoC), SF 52 w/Executive Summary from Command, and original application packet. 7. A copy of the complete Stabilization Rule waiver along with a copy of the application must reach HRO prior to closing date of the announcement; originals must reach the CoS office prior to the closing date of the announcement.

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POSITION NUMBER:XXXXXXXXX

DESCRIPTION OF DUTIES: Coordinates and implements the guidance of the unit commander in all aspects of training, supply, financial, and personnel status and procedures. Ensures the unit develops, updates, and maintains company training plans. Position requires knowledge of the Department of the Army Mobilization System (DAMPS), Digital Training Management System (DTMS), Integrated Personnel and Pay System (IPPS-A), Defense Travel System (DTS), alert rosters, Unit Manning Report (UMR), Director's Personnel Readiness Overview (DPRO), Army Training Requirements & Resource System (ATRRS), and Interactive Personnel Electronic records Management System (IPERMS). Ensures military personnel files or all assigned and attached personnel, security clearances, and pertinent and required data is kept current and reported to IPPS-A. Updates Enlisted Records Briefs (ERB). Inputs and Tracks pay through My Unit Pay System (MUPS). Responsible for submitting and tracking training support requests for Inactive Duty Training (IDT) and Annual Training (AT) missions. Responsible for submitting and tracking military schools and training requests. Supervises the duties performed by the unit's full-time Supply NCO. Performs other duties as assigned.

QUALIFICATIONS REQUIRED: **MOS 35N40** Applicant must have a valid state driver's license and High School Diploma or GED. A physical demands rating—Moderate (Gold). A physical profile of 222221. Normal Color vision. Qualifying scores: A minimum score of 116 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 112 in aptitude area ST on ASVAB tests administered on and after 2 January 2002. Must be able to operate equipment and vehicles organic to unit of assignment. Must have or be able to obtain a TS-SCI/POLY security clearance at a minimum. Soldiers attending for 35N training must have a final Top Secret SCI security clearance and full CSP (counterintelligence scope) polygraph prior to their 16th week of training. Applicant must possess potential to perform required duties and become MOS qualified within 12 months if selected for the position. Applicant must meet basic entry eligibility requirements for the AGR program IAW NGR 600-5. Must meet the physical demands rating and qualifications for award of 35N MOS IAW AR 611-201. An E4, if selected must request an exception to policy through NGB. Never been a member of the U.S. Peace Corps, except as specified in AR 614-200 (para 3-2.d.). No information in military personnel, Provost Marshal, intelligence, or medical records that would prevent the granting of a security eligibility under AR 380-67 (para 3-20.a.). No record of conviction by court-martial. No record of conviction by a civil court for any offense other than minor traffic violations. Must be a U.S. citizen. Soldier and spouse must not have immediate family members that reside in a country where within its boundaries, physical or mental coercion is known to be a common practice either against- (a) Persons accused of or acting in the interest of the U.S. or (b) The relatives of such persons to whom they may reasonably be considered to be bound by ties of affection, kinship, or obligation. Immediate family for both Soldier and spouse includes both blood and step-: parents, spouse, children, sisters, brothers, any sole living blood relative, or a person in loco parentis per AR 600-8-10. Have neither commercial nor vested interest in a country within whose boundaries physical or mental coercion is known to be a common practice against persons acting in the interest of the U.S. This requirement applies to the Soldier's spouse as well. Meet career management and development criteria contained in AR 614-200 (para 6-3) and Army Training Requirements and Resources System Course Catalog. Formal training (completion of MOS 35N10 producing course conducted under the auspices of the U.S. Army Intelligence Center of Excellence (USAICoE), Ft Huachuca, AZ) is mandatory. Be advised that due to the nature of training and assignments, temporary restrictions may be placed on foreign travel both during and after the term of service. MOS reclassification at SFC and above will be reviewed for validation of skills, by the proponent, during the reclassification process. Applicant must have a valid state driver's license and be able to operate military vehicles and equipment organic to the unit. Applicant must have a working knowledge of automated office procedures. Must possess a valid security clearance required for the grade, MOS/AOC and AGR duty position.

SPECIAL INFORMATION

1. Appropriate military uniform will be worn during duty hours.
2. Continuation of tour is subject to findings of the AGR Tour Continuation Board and the Adjutant General.
3. Initial Tour AGR soldiers who do not become MOS/AOC qualified within 12 months will be reassigned to a position for which they are qualified or be separated from the AGR program.
4. Except for mobilization or other emergency, member accepted for tour normally will not be subject to reassignment during the first 18 months of initial tour. After 18 months of initial tour, soldier may be reassigned without consent or without geographical limitations to meet the needs of the service.
5. As a condition of employment, service members are required to attend mandatory PEC training courses associated with their FTS positions. Failure to complete course(s) at PEC within the first year of employment may be cause for reassignment to other FT positions or termination from employment.
6. Must sign a Certificate of Agreement and Understanding prior to being ordered to AGR duty.
7. **Must have or have the ability to obtain and maintain a TS-SCI/PLOY Security Clearance.**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
APPLICATIONS WILL NOT BE RETURNED!

SUBMIT APPLICATION IN ORDER LISTED BELOW

- ☐ **NGB Form 34-1, DATED 20131111** completed, signed, dated and annotated job number
- ☐ **NGB 22 WITH BASD INFORMATION**
- ☐ Current copy of Enlisted Record Brief (**ERB**)/Officer Record Brief (**ORB**) (**BOARD COPY ONLY**)
- ☐ **MEDPROS Report** of current Periodic Health Assessment (**PHA**) within **12 months** and HIV Test within **24 months**
- ☐ **DA Form 3349** must be submitted for Soldiers with Permanent Profiles
- ☐ **ASVAB** scores (**if not reflecting on ERB, submit REDDs report, or Memorandum with new test scores**).
- ☐ **Height/Weight Standards- Current** IAW AR 600-9; and provide Tape Test **DA Form 5500 (Males), DA Form 5501 (Females)**. (**HT/WT is only valid for 6 months**) OR DTMS SCREENSHOT
- ☐ **ACFT SCORECARD OR DTMS SCREENSHOT** Current Army Physical Fitness retention standards IAW AR 40-501; **not more than 6 months.**
- ☐ **NCOERs/OERs THREE latest** and as available for junior Soldier/NCO applicants. (**Gaps in rating periods MUST be explained in writing.**) **Letter of recommendations on individuals not requiring an NCOER/OER.**
- ☐ Security Clearance Verification Memorandum
- ☐ Unit memo verifying no Flagging Actions.
- ☐ **INITIAL ENTRY ONLY:** (BOTH of the following must be submitted)
 - a) **NGB Form 23B** Retirement Points History Statement
 - b) **DD Form 214s.** Provide all **(Long version copies 2, 4, 7, or 8), DD Form 215 or DD Form 220 (if applicable)**
- ☐ Completed questionnaire below

Questionnaire:

Y/N

- ☐ Are you currently a Maryland Army National Guard Member? _____
- ☐ Are you currently AGR? If so, what State? _____
- ☐ Are you currently Technician? If so, what State? _____
- ☐ Are you currently deployed? If so, what location? _____
- ☐ Are you currently on ADOS? If so, with who? & what is the ending date? _____

Please provide current telephone number and **Military Email** address (Selection and Non-selection Memos will be sent via **Encrypted Email**): _____

Forward application and attachments via **MAIL, EMAIL -or- WALK-IN:** Tuesday – Friday 0630 -1700 at the Fifth Regiment Armory Human Resource Office on the 3rd floor Room 26

EMAIL

SUBMIT ONE PDF DOCUMENT ENTITLED 23-007 SIGINT NCO/RNCO TO: ng.md.mdarng.mbx.mdng-hro-agr@mail.mil

MAIL

DO NOT STAPLE, OR DOUBLE SIDE PRINT DOCUMENTS.

Forward application and attachments to: **Human Resources Office**
ATTN: NGMD-HRO-AGR
Fifth Regiment Armory
29th Division Street
Baltimore, MD 21201-2288

Applications must be received in the HRO not later than close of business on the closing date!
Applications received after the closing date will not be considered.